

SECRET

C-O-P-Y

6 November 1956

MEMORANDUM TO: Chief, FE Support Base, []
THRU : Chief, Support Branch, []
FROM : Records Management Officer
SUBJECT : Preliminary Records Survey

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I. PURPOSE

To make a preliminary survey of the [] for the purpose of determining the amount of time and personnel necessary for implementing a Records Management Program.

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II. FINDINGS

As a result of the survey, an estimated 3100 cubic feet of material is maintained in over 460 pieces of filing equipment in the [] and [] areas.

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III. RECOMMENDATIONS

a. That a comprehensive records survey be made of all records in the above areas.

b. That from the information contained in the survey, a records control schedule be prepared, coordinated and approval obtained by all interested components.

c. That an area be designated as a records storage center and procedures be prepared and implemented to effect the orderly retirement of inactive records.

d. That a study be made for the installation of the subject numeric file system, as used in Headquarters, to cover administrative and nontechnical files.

e. To advise and recommend any necessary changes which will provide for an improved Records Management Program.

IV. PROPOSAL

If the foregoing recommendations are approved, it is estimated that a team of two records analysts will be needed for a period of at least six months to complete the assignment.

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/s/

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